

AST Policy

Building Advisory Committees

PURPOSE: The Building Advisory Committees serve as tenant advocates for building services and improvements in the office buildings participating in the Public Facilities Rental Pool Program.

SCOPE: A committee is established for each of the state owned public building participating in the Public Facilities Rental Pool Program. The responsibilities of Building Advisory Committees (BAC) are:

1. Meet with building managers on a routine basis
2. Become knowledgeable about the financial and physical operating circumstances of the building in which they work so that they can provide feedback on the performance of the building, and
3. Make recommendations about physical improvements and changes to building services, policies and practices.
4. The BAC will replace existing Office Building Committees organizations. Accommodations will be made to incorporate their membership and operations within the BAC.

BUILDING ADVISORY COMMITTEE MEMBERSHIP

The goal is to involve enough people in each building so that both the normal and the unique building issues are represented by a cross section of the building population. Unique building issues include extended operating hours, extraordinary security needs, significant public access, non-office business uses, etc.

The size and composition of the BACs may vary from building to building due to differences in the size and complexity of the buildings, the mix of occupants or the conditions at the individual buildings. The following parameters are recommended:

◆ Minimum Participation

1. Each Department is allocated one representative and one vote.

◆ Additional Participation

1. Each Department may appoint as necessary to properly represent each division or individuals from each floor in the building. (These individuals share in the single vote allocated to the Department)

BUILDING ADVISORY COMMITTEE PRACTICES

The Building Advisory Committees in facilities that house three or more departments (Atwood Office Building, Fairbanks Regional Office Building, Community Building, Court Plaza Building, State Office Building) are governed by the following general policies established by the Administration Solutions Team (AST). Buildings with less than three departments (Alaska Office Building, Public Safety Building, Douglas Island Building) shall use these policies as a guideline, but may establish their own policies to ensure orderly meetings are conducted and the mission of the BAC is accomplished.

- ◆ BAC Appointments: The Commissioner, or the Commissioner's designee, will arrange for appointments to fill positions allocated to their respective Departments. Vacancies will be filled within 30 days.
- ◆ Term: Members are appointed at the beginning of the fiscal year and serve for a term of two fiscal years. If there is a vacancy, an individual will be appointed to complete the term. Individuals may be re-appointed. To facilitate the effective implementation of the program, members appointed in FY00 will serve until the end of FY02.
- ◆ Meeting Management: Each BAC will elect a chairperson and will adopt their own rules for the conduct of orderly meetings.
- ◆ BAC Advisory Recommendations:
 1. A quorum must be present in order to convene a meeting. A quorum is defined as the majority of the eligible voting members. Each Department has one vote.
 2. Passage of a Formal Advisory Recommendation requires a majority vote of the total voting membership.
 3. The BAC will provide advisory recommendations to the AST in writing and must be signed by the BAC Chairperson. The signature of the Chairperson constitutes recognition that a majority vote of the total voting membership was achieved.
- ◆ Minimum actions required of BAC on a Fiscal Year Basis:
 1. Quarterly review and comment on building status and operating issues.
 2. Semi-annual review and comment on operating and capital budgets.

INITIAL BUILDING COMMITTEE MEETINGS (FY00)

Committees will meet in FY00 for the following:

- ◆ Membership Training
 1. Familiarize members with the rental pool concept prior to FY01 implementation;
 2. Familiarize members with the current operational circumstances of their building (operating procedures, operating budget);
 3. Familiarize members with building management's list of any unmet needs in their building;
- ◆ FY00 Action:
 1. Assist in prioritization of projects and services for future years funding (to be completed by 4/1/2000).
 2. Suggest any additional unmet building needs in the building;
 3. Prioritize critical building management issues requiring attention in FY01.

Recommended: Mike Nizich /s/, DGS Workgroup Chairperson

Date: March 1, 2000

Approved: Kevin Brooks /s/, AST Chairperson

Date: March 1, 2000